

Teacher Training Handbook

Every printable guide in one place

36 step-by-step guides: planning, classroom tools, reports, Classfern Pro, and keeping pupil data safe.

Each guide matches a short training video at lessonplanner.info/training/

Contents

One guide per training lesson. Each guide has step-by-step instructions, tips, a short task to try and a quick self-check. Videos, transcripts and quizzes for every lesson are at lessonplanner.info/training/. Guides marked Pro are part of Classfern Pro — find out more at lessonplanner.info/pro/join/. The free tools always stay free.

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Classfern in 2 minutes: an overview

Lesson 01 · Getting started · Watch the video and take the quiz online: lessonplanner.info/training/01-overview/
Where to find it: lessonplanner.info – no account needed

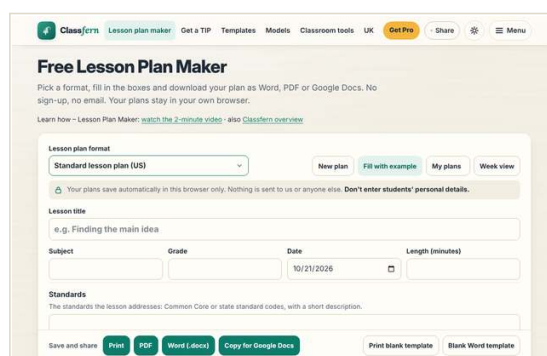
What you'll learn

- What Classfern is and who it is for
- Where your work is saved (no account needed)
- Which tool to start with: one lesson, or a whole year
- Where to get help, and what Classfern Pro adds

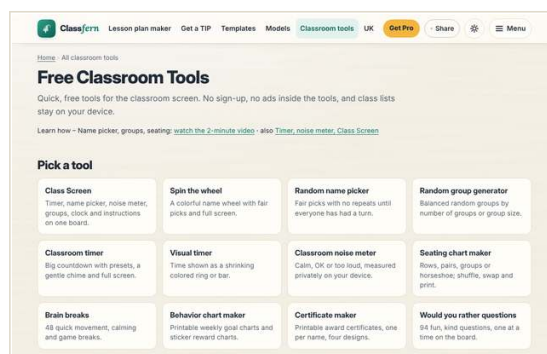


Step by step

- 1 Start on the home page.** Go to lessonplanner.info. There is no sign-up. What you make is saved in your own browser, on the device you are using.
- 2 Plan one lesson or a whole year.** Use the **Lesson Plan Maker** on the home page for a single lesson. Use the **Year Planner** (in **Menu** → **Lesson plans**) to plan a whole year that fits your school's real term dates.
- 3 Get a TIP for your class.** Open **Get a TIP**, type what you teach (for example "Year 4 maths") and press **Get my TIP**. The Teacher Information Pack shows the curriculum statements and exam facts.
- 4 Use the classroom tools.** Open **Classroom tools** for timers, name pickers, groups, a visual timetable and the **Class Screen** – all made for the board.
- 5 Find templates and report help.** There are hundreds of templates, trip risk assessments, exam course packs, an education glossary and free report comments.
- 6 Get help when you need it.** Every page has a **Help** link and a **Report a problem** link at the bottom.



The home page, with the Lesson Plan Maker ready to use.



Classroom tools: everything for the board in one place.

Tips

- Classfern Pro, the members' area, adds the School Report Writer, the teachers' forum, jobs and exchanges, and no adverts. The free tools always stay free.
- Not sure where to start? The Lesson Plan Maker on the home page is the quickest win.

Try it

Open lessonplanner.info, type a made-up lesson title into the Lesson Plan Maker, and look for **Saved in this browser**.

Check what you know

1. Do you need an account to use the free Classfern tools?

- A** Yes, a free account
- B** No, you can start straight away
- C** Only for printing

2. Which tool plans a whole year that fits your school's term dates?

- A** The Year Planner
- B** The Class Screen
- C** The glossary

3. Where are the Help and Report a problem links?

- A** Only on the home page
- B** On every page
- C** Inside Classfern Pro only

Answers: 1 B · 2 A · 3 B (turn the page round to check)

Find your way around Classfern

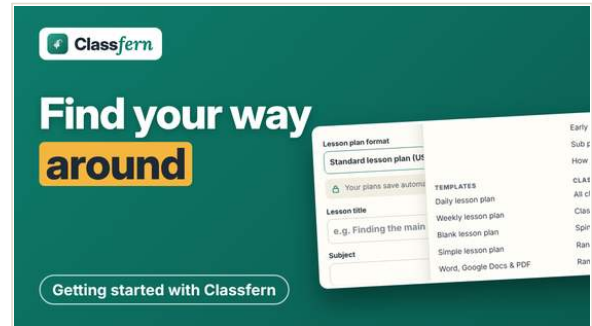
Lesson 02 · Getting started · Watch the video and take the quiz online:

lessonplanner.info/training/02-find-your-way-around/

Where to find it: Any page on lessonplanner.info

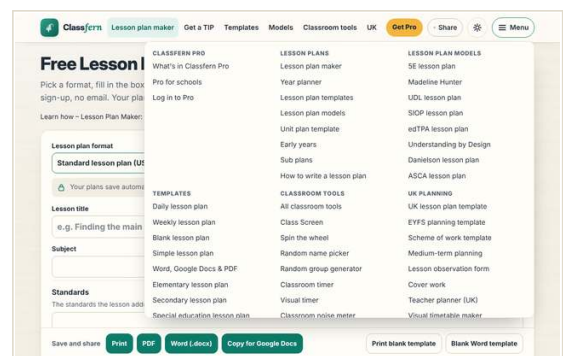
What you'll learn

- What is in the Menu at the top of every page
- The shortcuts to the most used tools
- How to switch on dark mode
- Where to find Help, privacy and Report a problem

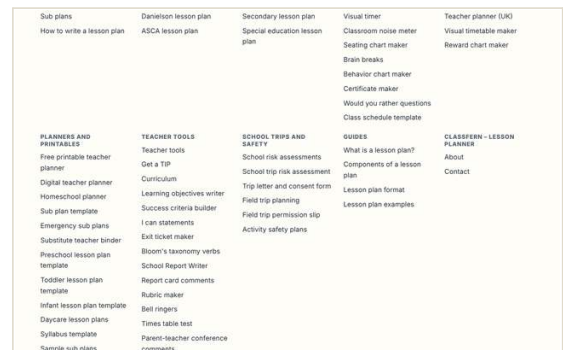


Step by step

- 1 Open the Menu.** Press **Menu** at the top of any page. Every tool is here: **Lesson plans**, **Classroom tools**, **UK planning**, **Planners and printables**, **Teacher tools**, **School trips and safety** and **Guides**.
- 2 Use the shortcuts.** The most used tools also have shortcuts along the top: **Lesson plan maker**, **Get a TIP**, **Templates**, **Models**, **Classroom tools** and **UK**.
- 3 Switch on dark mode.** Press the **Dark mode** button in the header. Your choice is remembered in this browser. Press it again to go back.
- 4 Look in the footer.** At the bottom of every page you will find **Help**, **Report a problem**, **Privacy**, **Cookies** and **storage**, **Terms** and **Contact**.
- 5 Use a phone or tablet.** Classfern works on smaller screens too. The menu simply folds away – press **Menu** to open it.



The Menu lists every tool, grouped by what you want to do.



The footer: Help, Report a problem and the privacy pages.

Tips

- A good place to start is the Lesson Plan Maker, right on the home page.
- Lost? Press Menu – everything lives there.

Try it

Open the Menu and find the **Visual timetable** and the **Rubric Maker**. Then switch dark mode on and off.

Check what you know

1. Where does every Classfern tool live?

- A** In the Menu at the top of the page
- B** In a separate app
- C** In your email

2. You press Dark mode. What happens next time you visit in the same browser?

- A** It goes back to light
- B** Your choice is remembered
- C** You have to log in to keep it

3. What happens to the menu on a phone?

- A** It disappears completely
- B** It folds away
- C** The site does not work on phones

Answers: 1 A · 2 B · 3 B (turn the page round to check)

No account needed: what saves where

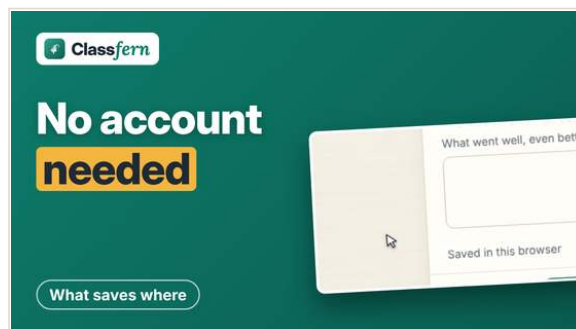
Lesson 03 · Getting started · Watch the video and take the quiz online:

lessonplanner.info/training/03-what-saves-where/

Where to find it: Lesson Plan Maker → My plans

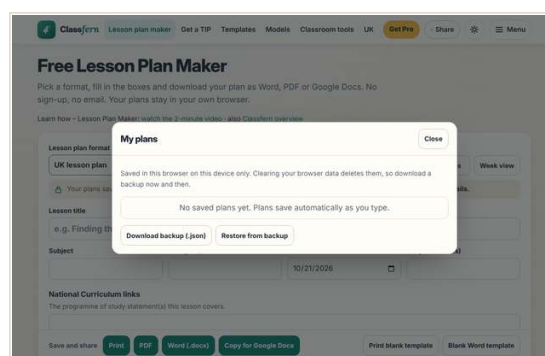
What you'll learn

- Where your work is saved, and why nothing is sent to us
- Why your plans don't appear on another computer
- How to download a backup and restore it
- Where to see exactly what Classfern stores

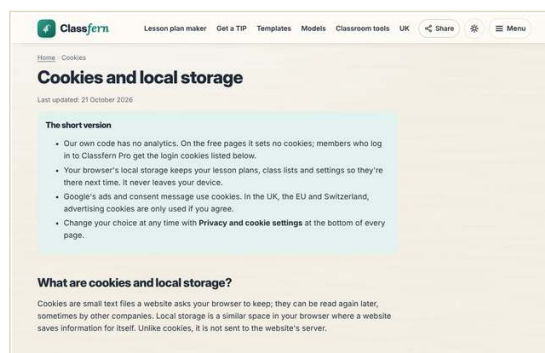


Step by step

- 1 Know where your work goes.** Classfern saves your work in your browser, on the device you are using, as you type. Look for **Saved in this browser**. Nothing is sent to us.
- 2 Remember the two catches.** Your plans won't appear in a different browser or on another computer. And if you clear your browser's data, your work is deleted with it.
- 3 Download a backup.** Now and then, open **My plans** and press **Download backup (.json)**. Keep the file on your school drive or email it to yourself.
- 4 Restore on another computer.** On the other computer, open **My plans**, choose **Restore from backup** and pick your file.
- 5 See what is stored.** The **Cookies and storage** page (link in the footer) lists exactly what Classfern keeps on your device.



My plans: Download backup and Restore from backup are at the bottom.



The Cookies and storage page lists what is kept on your device.

Tips

- Using a shared or school computer? Ask your IT team whether browser data is cleared at log-off – if it is, back up before you leave.
- A backup is one small file. It is worth doing at the end of each week.

Try it

Make a test plan, download a backup, then open the site in a private window and restore the backup there.

Check what you know

1. Where does Classfern save your lesson plans?

- A** On our server
- B** In your browser, on the device you are using
- C** In Google Drive

2. What happens to your plans if you clear your browser's data?

- A** Nothing, they are safe
- B** They are deleted with it
- C** They move to another browser

3. How do you move your plans to another computer?

- A** Download backup in My plans, then Restore from backup on the other computer
- B** Log in on the other computer
- C** Email us and ask

Answers: 1 B · 2 B · 3 A (turn the page round to check)

Plan a lesson with the Lesson Plan Maker

Lesson 04 · Planning · Watch the video and take the quiz online: lessonplanner.info/training/04-lesson-plan-maker/
Where to find it: lessonplanner.info – the Lesson Plan Maker is on the home page

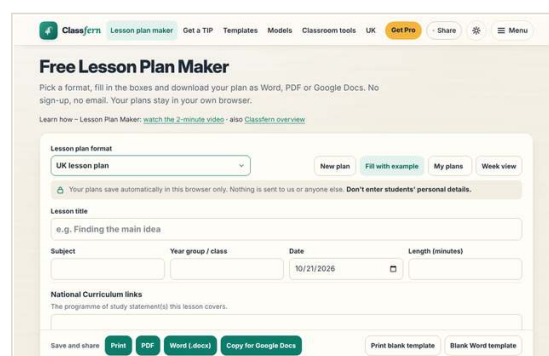
What you'll learn

- How to choose a lesson plan format (UK, EYFS, US, 5E and more)
- How the timed sections add up as you plan
- How to see a finished example without losing your work
- How to download, print or copy your plan to Google Docs

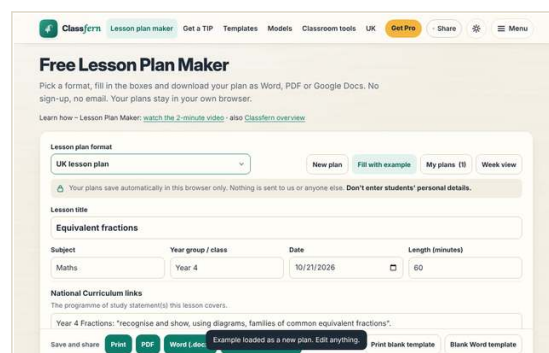


Step by step

- 1 Choose a format.** Open **Lesson plan format** and pick one: **UK lesson plan**, an EYFS activity plan, a standard US plan, or a model such as 5E, Madeline Hunter or Understanding by Design.
- 2 Fill in the boxes.** Type the title, subject, year group, date and length of the lesson.
- 3 Time each part.** In the timed sections, give each part of the lesson its minutes. The total adds up underneath (for example "Planned: 45 min of 50 min"), so you can see straight away if you have planned too much.
- 4 Let it save itself.** There is no Save button. Your plan saves itself in this browser as you type.
- 5 See a finished example.** Press **Fill with example**. The example opens as a new plan, so your own work is kept safe.
- 6 Download, print or copy.** Under **Save and share**, press **Word (.docx)**, **Print** (or save a PDF), or **Copy for Google Docs** and paste into a new document.
- 7 Print a blank copy.** Want a paper copy to fill in by hand? Press **Print blank template**.



The Lesson Plan Maker: choose a format, then fill in the boxes.



Fill with example opens a finished plan as a new plan.

Tips

- You can switch format at any time without losing what you have written.
- Keep pupils' personal details out of lesson plans.

Try it

Plan a 50-minute lesson with three timed parts. Check the total, then press **Copy for Google Docs** and paste it into a new document.

Check what you know

1. How do you save a plan in the Lesson Plan Maker?

- A** Press Save
- B** You don't need to – it saves itself as you type
- C** Email it to yourself

2. What does Fill with example do to the plan you were working on?
- A It replaces it
 - B Nothing – the example opens as a new plan
 - C It deletes it
3. You switch from the UK lesson plan to 5E. What happens to what you've written?
- A It is lost
 - B It stays
 - C It is printed
4. Which button gives you a paper copy to fill in by hand?
- A Print blank template
 - B Copy for Google Docs
 - C Fill with example

Answers: 1 B · 2 B · 3 B · 4 A (turn the page round to check)

My plans, Week view and plan backups

Lesson 05 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/05-my-plans-week-view/

Where to find it: Lesson Plan Maker → My plans and Week view

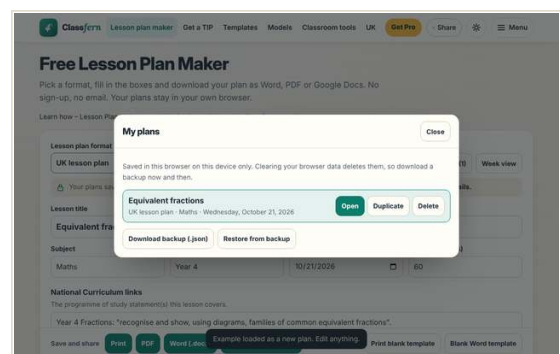
What you'll learn

- How to open, duplicate or delete a plan in My plans
- How to see a week of plans in Week view
- How to print a week or copy it to next week
- How to download a backup of every plan

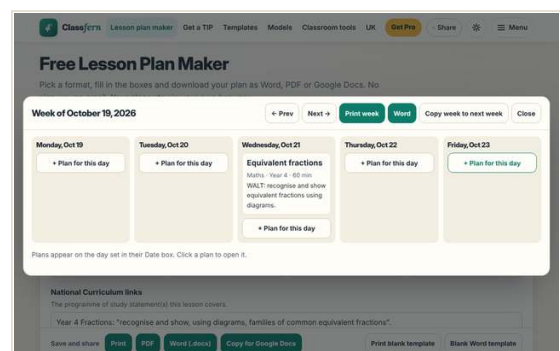


Step by step

- 1 Open My plans.** Press **My plans**. It lists every plan you have made in this browser.
- 2 Open, duplicate or delete.** Press **Open** to carry on with a plan, **Duplicate** to reuse a lesson that went well, or **Delete** to remove one you don't need.
- 3 See your week.** Press **Week view** to see your plans on their dates. Move between weeks with the arrows (**Next** →).
- 4 Plan a new day.** Press **+ Plan for this day** to start a new plan on that date.
- 5 Print or copy a week.** Press **Print week** to print the whole week in one go, or **Copy week to next week** as a starting point.
- 6 Back up.** In My plans, press **Download backup (.json)**. It saves every plan in one small file.



My plans: Open, Duplicate and Delete for every plan.



Week view shows a week of plans, with Plan for this day under each date.

Tips

- Keep your backup on your school drive or email it to yourself.
- Pro members can also sync lesson plans to every device.

Try it

Duplicate one of your plans, move it to next Monday in Week view, then print the week.

Check what you know

1. A lesson went well and you want to reuse it. What do you press?

- A Duplicate
- B Delete
- C Print blank template

2. In Week view, how do you start a new plan on a particular date?

- A** Press Plan for this day
- B** Type the date in My plans
- C** You can't

3. What does Download backup save?

- A** Only the plan you have open
- B** Every plan, in one small file
- C** Your browser settings

Answers: 1 A · 2 A · 3 B (turn the page round to check)

Templates, lesson plan models and printable planners

Lesson 06 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/06-templates-models-planners/

Where to find it: Menu → Lesson plans → Lesson plan templates

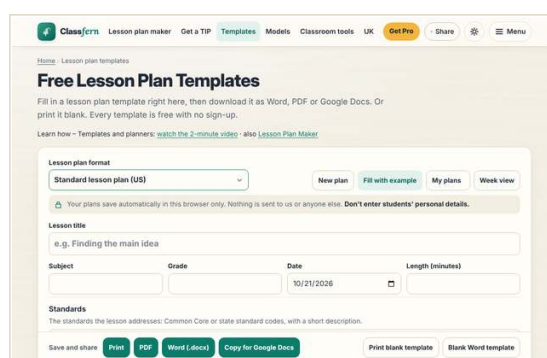
What you'll learn

- Which template suits everyday planning
- Where the UK planning templates and lesson plan models are
- How to type on a printable template and print or download it
- What is in the teacher planner and the syllabus template

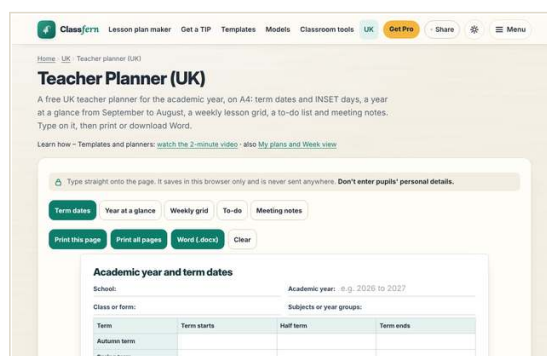


Step by step

- 1 Pick an everyday template.** Open **Lesson plan templates**. Choose a daily, weekly, simple or blank template, or one for primary, secondary or special education.
- 2 Use the UK planning section.** Teaching in the UK? Open **Menu → UK planning** for the UK lesson plan, EYFS planning, schemes of work, medium-term plans and lesson observation forms.
- 3 Find a lesson plan model.** If your school asks for a model such as 5E or Understanding by Design, open **Lesson plan models**. Each one has a short guide.
- 4 Type on screen, then print.** Every printable template works on screen. Click a box and type. It saves in this browser. Press **Print all pages** or **Word (.docx)**.
- 5 Use the teacher planner.** The teacher planner has pages for **Term dates**, **Year at a glance**, a **Weekly grid**, a **To-do list** and **Meeting notes**.
- 6 College or university?.** The syllabus template covers course information, schedule, grading and policies. Press **Word (.docx)** to download it.



Lesson plan templates: everyday templates, ready to type on.



The UK teacher planner, with tabs for each section.

Tips

- Not sure which to use? Start with the simple or daily template.
- Your typing is saved in this browser, so you can come back to it later.

Try it

Open the weekly template, type next week's lessons into two boxes, then download it as Word.

Check what you know

1. Your school asks for a 5E plan. Where do you look?

- A Lesson plan models
- B The glossary
- C Classroom tools

2. How do you fill in a printable template?

- A Print it first and write on it only
- B Click a box and type
- C Download a special app

3. Which template is for college or university courses?

- A The syllabus template
- B The EYFS template
- C The sub binder

Answers: 1 A · 2 B · 3 A (turn the page round to check)

Sub plans and cover work

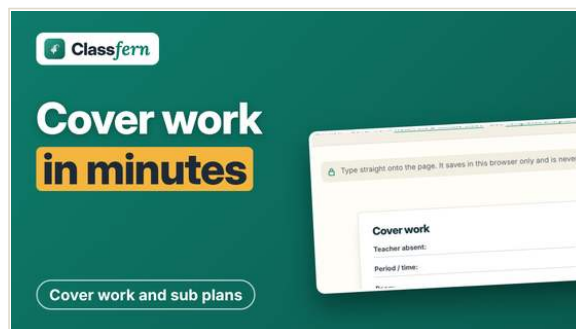
Lesson 07 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/07-sub-plans-cover-work/

Where to find it: Menu → UK planning → Cover work (US: Sub plans)

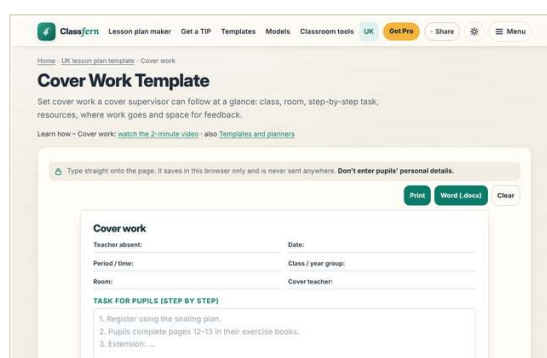
What you'll learn

- How to fill in and print the cover work template
- How to start from a sample sub plan
- How to drop a no-prep art activity into the template
- Why pupils' personal details stay out of cover work

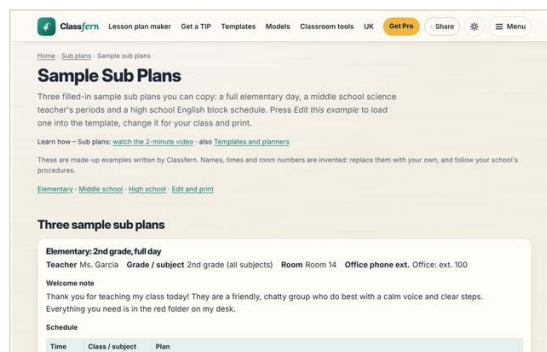


Step by step

- 1 Open the cover work template.** In the UK, open the cover work template. (In the US, these are called sub plans.)
- 2 Type the essentials.** Type the tasks, where the resources are, and what pupils should hand in. Then press **Print** or **Word (.docx)**.
- 3 Start from a sample.** Look at the sample sub plans: a full elementary day, a middle school science lesson and a high school English block. Press **Edit this example** to start from one.
- 4 Art lessons with no prep.** For art, pick a no-prep activity and press **Use this activity**. It drops into the template for you.
- 5 Plan for the unexpected.** There are **Emergency sub plans** and a **Substitute teacher binder** too, for days you can't plan ahead.



The cover work template: type the tasks, then print or download.



Sample sub plans: press **Edit this example** to start from one.

Tips

- Keep pupils' personal details out of cover work. Leave support information through your school's own system.
- Keep an emergency plan in your desk for days you are off without warning.

Try it

Write cover work for one of your lessons: three tasks, where the books are, and what to hand in. Print it.

Check what you know

1. What are cover work plans called in the US?

- A Sub plans
- B Lesson notes
- C Day plans

2. What should you never put in cover work?

- A** Where the resources are
- B** Pupils' personal details
- C** What to hand in

3. How do you start from one of the sample sub plans?

- A** Press Edit this example
- B** Copy it by hand
- C** Press Print

Answers: 1 A · 2 B · 3 A (turn the page round to check)

Get a TIP: Teacher Information Packs

Lesson 08 · Planning · Watch the video and take the quiz online: lessonplanner.info/training/08-get-a-tip/

Where to find it: Get a TIP (shortcut along the top of every page)

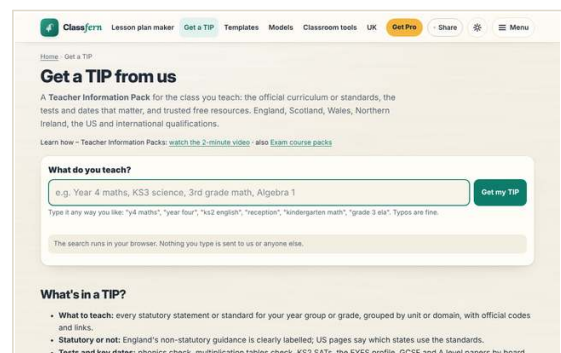
What you'll learn

- How to find the pack for your year group or course
- What each pack shows
- How to tick the statements you've taught
- How to plan a lesson straight from the pack

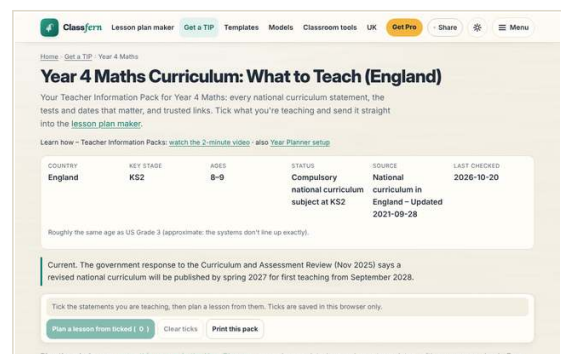


Step by step

- 1 Type what you teach.** Open **Get a TIP**. Type your year group or course (for example "Year 4 maths" or "KS3 science") in **What do you teach?** and press **Get my TIP**.
- 2 Read the pack.** Each pack shows what is taught, the key vocabulary and the curriculum statements, with links to the official documents.
- 3 Tick what you've taught.** Tick the statements you have taught. Your ticks are saved in this browser, so they're there next time.
- 4 Plan a lesson from the pack.** Press **Plan** next to a statement, or tick a few and press **Plan a lesson from ticked**. The Lesson Plan Maker opens with the statements, subject and year already filled in.
- 5 Print it.** Press **Print this pack** to print it, ticks and all. **Clear ticks** starts again.



Get a TIP: type what you teach and press Get my TIP.



A pack for Year 4 maths, with statements to tick.

Tips

- There are packs for England, Scotland, Wales, Northern Ireland, the US and international courses.
- Use your ticks at the end of term to see what is still to teach.

Try it

Get the TIP for a class you teach, tick three statements, and press **Plan a lesson from ticked**.

Check what you know

1. Where are your ticks saved?

- A In this browser
- B On our server
- C In your school's system

2. You tick a few statements and press Plan a lesson from ticked. What happens?

- A** The pack prints
- B** The Lesson Plan Maker opens with the statements, subject and year filled in
- C** The ticks are cleared

3. Which countries have packs?

- A** England only
- B** England, Scotland, Wales, Northern Ireland, the US and international courses
- C** The US only

Answers: 1 A · 2 B · 3 B (turn the page round to check)

Year Planner 1: choose your course and dates

Lesson 09 · Planning · Watch the video and take the quiz online: lessonplanner.info/training/09-year-planner-setup/

Where to find it: Menu → Lesson plans → Year Planner

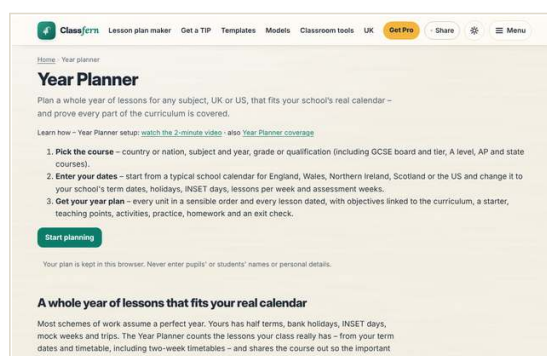
What you'll learn

- How to choose your course, including GCSE, A level and AP
- Why you check every date against your school's calendar
- How to set lesson length, lessons per day and a two-week timetable
- What the free plan shows



Step by step

- 1 Start planning.** Open the **Year Planner** and press **Start planning**.



The Year Planner: three steps to a whole year.

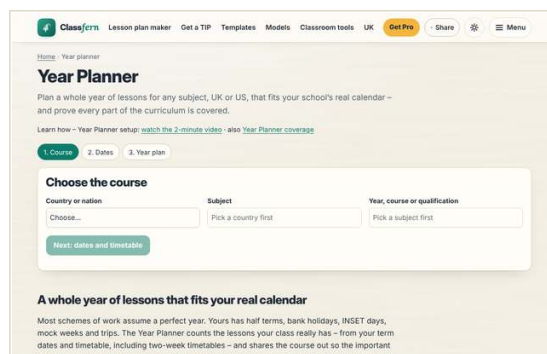
- 2 Choose the course.** Choose your **Country or nation**, the **Subject**, and the **Year, course or qualification** – including GCSE boards and tiers, A levels, AP and US state courses. Press **Next: dates and timetable**.

- 3 Check every date.** We fill in a typical school year, worked out by rule. Check every date against your school's own calendar. Change the **First day** and last day, and add holidays, INSET days and trips.

- 4 Set your timetable.** Set the **Lesson length (minutes)** and how many lessons you have each day. On a two-week timetable, tick **Two-week timetable (week A / week B)** and enter both weeks.

- 5 Add assessment weeks.** Open **Assessment and revision weeks** and add any mock or revision weeks.

- 6 Make your plan.** Press **Make my year plan**. The free plan shows the lessons for the first half term, and the coverage check for the whole year.



Step 1: choose the course.

Tips

- Have your school calendar open while you check the dates.
- Planning the whole year, saving and sharing are part of Classfern Pro.

Try it

Make a year plan for one of your classes, with your real first day and one INSET day.

Check what you know

1. The Year Planner fills in a typical school year. What should you do?

- A Trust it as it is
- B Check every date against your school's own calendar
- C Delete it

2. Your school runs a two-week timetable. What do you do?

- A Tick the box and enter week A and week B
- B Make two plans
- C It isn't possible

3. What does the free plan show?

- A Nothing until you pay
- B Lessons for the first half term, and the coverage check for the whole year
- C Only the dates

Answers: 1 B · 2 A · 3 B (turn the page round to check)

Year Planner 2: change, check coverage and export

Lesson 10 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/10-year-planner-coverage-export/

Where to find it: Year Planner → Your year plan

What you'll learn

- How to change units in the Year overview
- How to move, lock and add lessons
- How the Coverage tab finds gaps before term starts
- How to print and export your plan



Step by step

- 1 Change the units.** On the **Year overview** tab, change how many lessons a unit gets, or move units up and down. If you move a unit before one it builds on, you get a warning. **Reset order and lengths** puts it back.
- 2 Change any lesson.** On the **Lessons** tab, drag lessons into a new order, lock a lesson to its date (**Lock on this date**) for a trip or practical, make a different version, or press **+ Add my own lesson after this**.
- 3 Maths practice questions.** In a maths lesson, press **Make practice questions (with answers)**.
- 4 Check coverage.** Open the **Coverage** tab. It checks every curriculum statement for the year and shows the date it is first taught. Anything **Not scheduled** shows in red, so you can fix it before term starts.
- 5 Print and export.** Open **Print and export: Print / PDF, Download CSV** (a spreadsheet), **Download iCal** (every lesson in your calendar) or **Download Word file**.

Tips

- Lock fixed dates (trips, practicals, mocks) before you move other lessons.
- Planning the whole year, saving and sharing are part of Classfern Pro.

Try it

Open the Coverage tab on your plan. Find one red row and move a lesson so it is covered.

Check what you know

- On the **Coverage** tab, what does red mean?
 - A statement that isn't scheduled
 - A lesson that is finished
 - A holiday
- You have a trip on a fixed date. What can you do to that lesson?
 - Lock it to its date
 - Delete the year
 - Nothing
- What happens if you move a unit before one it builds on?
 - You get a warning
 - The plan is deleted
 - Nothing

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Trips: risk assessments and consent forms

Lesson 11 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/11-trips-risk-assessments/

Where to find it: Menu → School trips and safety → Risk assessments

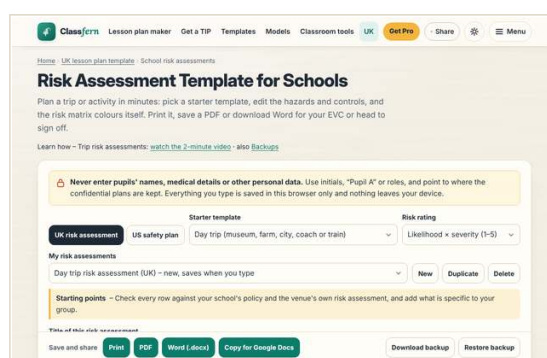
What you'll learn

- How to choose the closest starter template
- How to edit hazards and controls and rate each risk
- How to find, duplicate and back up your risk assessments
- How to download it and get it approved

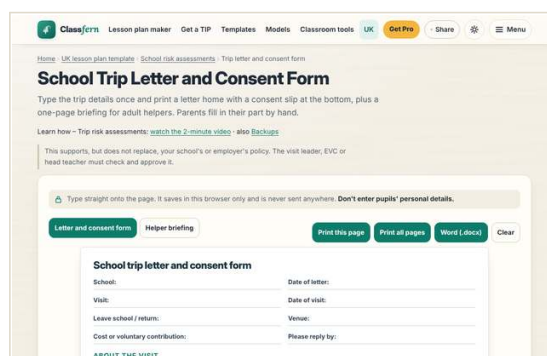


Step by step

- 1 Choose a starter template.** Open the **Risk Assessment Maker** and choose the **Starter template** closest to your visit: a day trip, residential, water, forest school, science, PE, sports day and more.
- 2 Check every line.** A template is only a starting point. Check every line against your own visit, your group and your pupils' needs.
- 3 Edit hazards and rate risks.** Edit the hazards and controls, press + **Add a hazard** for your own, and rate each risk **Before further action** and **After further action**.
- 4 Add contacts by role.** Press + **Add a contact** and add emergency contacts by their role (for example "Trip leader").
- 5 Reuse and back up.** It saves in this browser. Find it under **My risk assessments**, press **Duplicate** for a similar trip, and download a backup.
- 6 Send it for approval.** Download it as **Word (.docx)** or **PDF** and send it to your EVC or head teacher to approve.



The Risk Assessment Maker with a starter template.



The trip letter and consent form, ready for families.

Tips

- Always follow your school's visits policy.
- There is a trip letter and consent form too, ready for families.

Try it

Start a risk assessment for a museum day trip. Add one hazard of your own and one contact by role.

Check what you know

1. A starter template is...

- A** Ready to use without changes
- B** Only a starting point – check every line
- C** Approved by the government

2. How should emergency contacts be added?

- A** By their role
- B** With home addresses
- C** With pupils' names

3. Who should approve the finished risk assessment?

- A** Your EVC or head teacher, following your school's visits policy
- B** Classfern
- C** The pupils

Answers: 1 B · 2 A · 3 A (turn the page round to check)

Name picker, groups and seating charts

Lesson 12 · Classroom tools · Watch the video and take the quiz online:

lessonplanner.info/training/12-name-picker-groups-seating/

Where to find it: Classroom tools → Random name picker

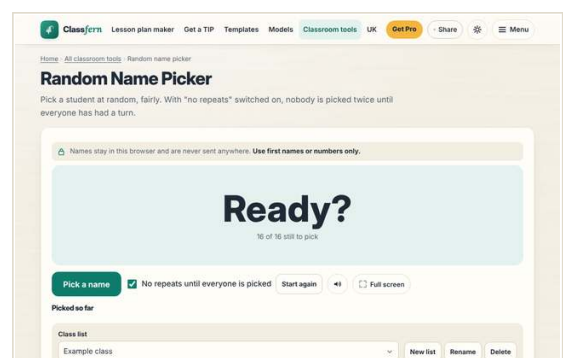
What you'll learn

- How to add a class list once and reuse it in every tool
- How the name picker keeps it fair
- How to make random groups
- How to shuffle a seating chart and keep pairs apart

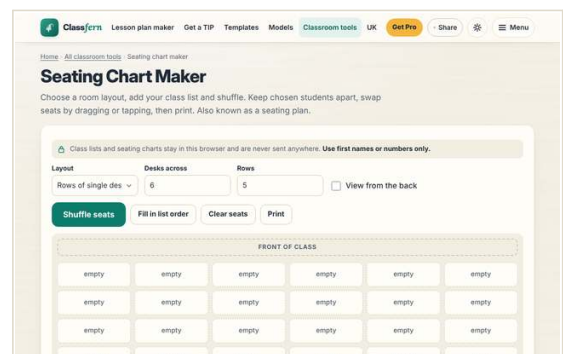


Step by step

- 1 Add your class once.** Open the name picker and type your class, one name per line. Use first names only, or press **Use numbers instead**.
- 2 Name each list.** Press **New list** for each class and **Rename** it (for example "Year 5 Maple"). The same lists work in every classroom tool.
- 3 Pick a name.** Press **Pick a name**. With **No repeats until everyone is picked**, nobody comes up twice until everyone has had a turn.
- 4 Spin the wheel.** Prefer a bit of drama? **Spin the wheel** does the same job. Tick **Remove the winner** to take each name out as it goes.
- 5 Make random groups.** In the group generator, choose how many groups or how big they should be, and press **Make groups**. Press it again for a new mix.
- 6 Shuffle a seating chart.** In the seating chart maker, choose rows, pairs, group tables or a horseshoe, then press **Shuffle seats**. Add pairs under **Keep apart** and the shuffle keeps them away from each other.



The random name picker, ready for the board.



The seating chart maker: choose a layout, then shuffle.

Tips

- Use first names only, or numbers – never full names.
- Lists are saved in this browser, so set them up on the computer you teach from.

Try it

Add a class list with first names, then make four random groups and shuffle a seating chart with one pair kept apart.

Check what you know

1. What names should you use in a class list?

- A** Full names and dates of birth
- B** First names only, or numbers
- C** Surnames only

2. When you press Pick a name, can the same pupil come up twice in a row?

- A** Yes, often
- B** No – nobody comes up twice until everyone has had a turn
- C** Only on Fridays

3. Two pupils must not sit together. What do you do?

- A** Add them as a pair to keep apart
- B** Leave them off the list
- C** Print two charts

Answers: 1 B · 2 B · 3 A (turn the page round to check)

Timer, noise meter and the Class Screen

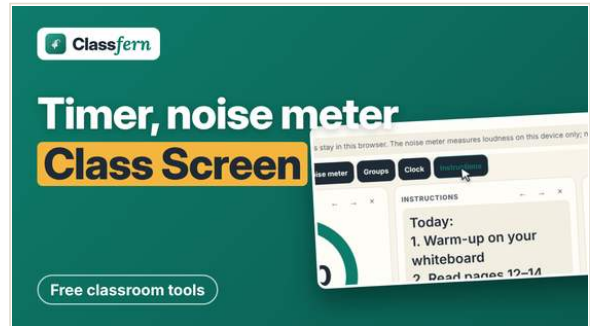
Lesson 13 · Classroom tools · Watch the video and take the quiz online:

lessonplanner.info/training/13-timer-noise-class-screen/

Where to find it: Classroom tools → Classroom timer, Noise meter, Class Screen

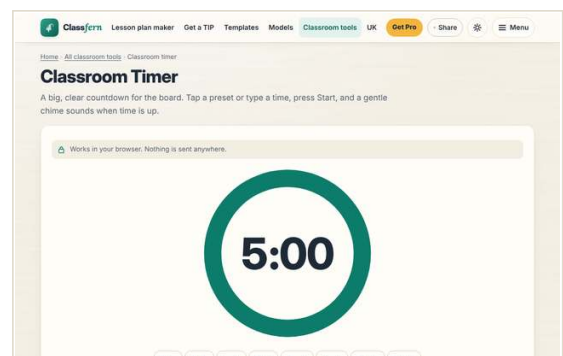
What you'll learn

- How to use the classroom timer and its display styles
- What the noise meter measures, and what it doesn't
- How to put everything on one Class Screen
- Where to find quick brain breaks

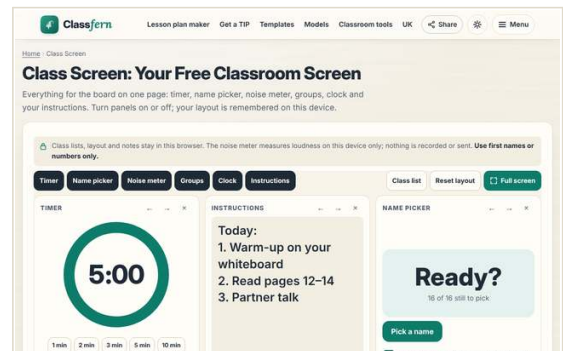


Step by step

- 1 Start a timer.** Open the **Classroom timer**. Press a preset such as **5 min**, then **Start**. Press **+1 min** to add time. A gentle chime plays at the end.
- 2 Choose a display.** Show it as a ring, a bar or plain digits (for example **Bar and digits**), and use full screen for the board.
- 3 Use the noise meter.** Open the **Noise meter**, press **Start listening** and allow the microphone. Drag **Too loud above** to set your level. It only measures the level on this device – nothing is recorded or sent anywhere.
- 4 Put it all on the Class Screen.** Open the **Class Screen**. Switch on what you need – timer, name picker, noise meter, groups, clock and instructions – and type your instructions.
- 5 Go full screen.** Press **Full screen**, and you're ready to teach.
- 6 Take a brain break.** When the class needs a pause, open **Brain breaks** for a quick activity.



The classroom timer, big and clear for the board.



The Class Screen: timer, instructions and name picker on one screen.

Tips

- Set up the Class Screen before the lesson so it is ready with one click.
- The noise meter needs microphone permission in your browser.

Try it

Set up a Class Screen with a 10-minute timer and three instructions for your next lesson.

Check what you know

1. Does the noise meter record the class?

- A** Yes, and sends it to us
- B** No – it only measures the level on this device
- C** Only if you allow it

2. What is the Class Screen?

- A** A timer, name picker, noise meter, groups, a clock and instructions on one screen
- B** A screen saver
- C** A seating chart

3. How do you get the Class Screen ready to teach?

- A** Press Full screen
- B** Print it
- C** Log in

Answers: 1 B · 2 A · 3 A (turn the page round to check)

Visual Timetable Maker

Lesson 14 · Classroom tools · Watch the video and take the quiz online:

lessonplanner.info/training/14-visual-timetable/

Where to find it: Menu → Classroom tools → Visual timetable

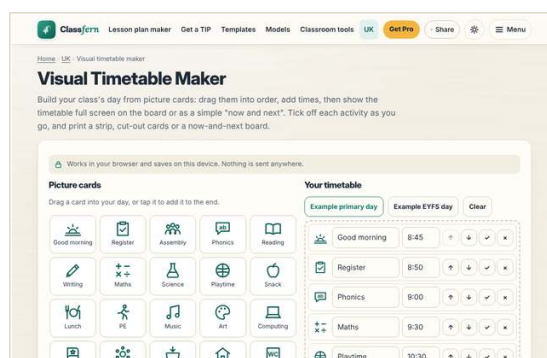
What you'll learn

- How to start from an example day or build your own
- How to show the timetable on the board and tick off activities
- When to use Now and next
- The three ways to print it



Step by step

- 1 Start your day.** Open the **Visual Timetable Maker**. Press **Example primary day**, or build your own.
- 2 Add picture cards.** Drag picture cards into your day, or tap a card to add it to the end. Add times if you like.
- 3 Show it on the board.** Press **Show on board** for a big, clear timetable.
- 4 Tick off each activity.** As each activity finishes, press **Done, next**, and it's ticked off.
- 5 Keep it simple.** For children who need it simpler, switch to **Now and next**.
- 6 Print it.** Press **Print** and choose a **Timetable strip**, **Cut-out cards (to laminate)** or a **Now and next board**.



The Visual Timetable Maker with the example primary day.

Tips

- Laminate the cut-out cards and reuse them every day.
- Now and next works well for children who find a full day too much.

Try it

Build tomorrow morning as a visual timetable, then press **Show on board** and try **Done, next**.

Check what you know

- How do you add a picture card to the day?
 - Drag it in, or tap it to add it to the end
 - Draw it by hand
 - Email it
- An activity has finished. What do you press?
 - Done, next
 - Delete
 - Print
- Which view is simpler for children who need it?
 - Now and next
 - Full week
 - Spreadsheet

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Reward charts, behaviour charts and certificates

Lesson 15 · Classroom tools · Watch the video and take the quiz online:

lessonplanner.info/training/15-reward-charts-certificates/

Where to find it: Menu → Classroom tools → Reward charts, Certificate maker

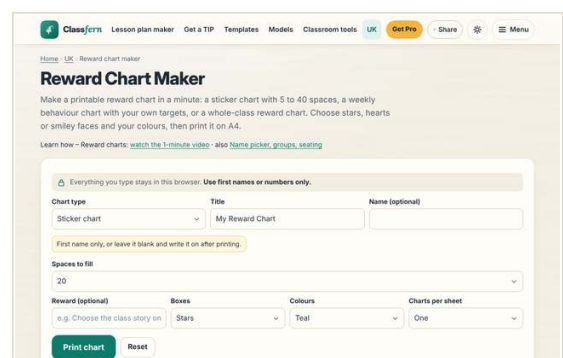
What you'll learn

- The three kinds of reward chart
- How to choose colours and print
- How to print certificates for the whole class at once

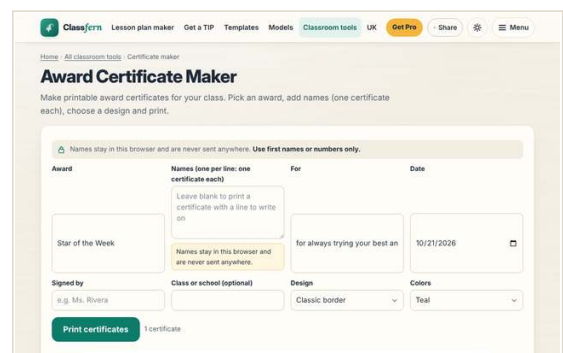


Step by step

- 1 Choose a chart.** Open the **Reward Chart Maker**. Under **Chart type**, choose a **Sticker chart** (stars, hearts or smiley faces), a **Weekly behaviour chart** with your own targets, or a **Whole-class reward chart**.
- 2 Pick colours and print.** Choose your colours and press **Print chart**.
- 3 Keep names simple.** Use first names only, or leave the name blank and write it on after printing.
- 4 Make certificates.** Open the **certificate maker**. Type the names – one certificate is made for every name, so the whole class is done at once.
- 5 Choose the award.** Choose an award like **Star of the Week**, or write your own. Press **Print certificates**.



The Reward Chart Maker: choose a chart type, then print.



The certificate maker prints one certificate per name.

Tips

- Weekly behaviour charts work best with one or two clear targets.
- Print certificates on card for a special finish.

Try it

Print a sticker chart with 10 spaces and one certificate with an award you write yourself.

Check what you know

- 1. What names should go on a printed chart?**
 - A** First names only, or leave it blank and write it on
 - B** Full names and class
 - C** None ever

2. How many certificates does the certificate maker print?

- A** One at a time
- B** One for every name you type
- C** Ten

3. Can you write your own award?

- A** Yes
- B** No, only Star of the Week
- C** Only in Pro

Answers: 1 A · 2 B · 3 A (turn the page round to check)

Bell ringers and the times table test

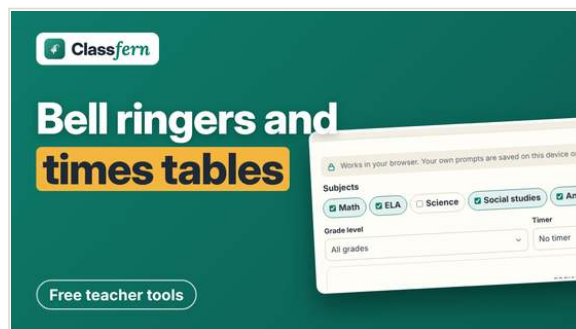
Lesson 16 · Classroom tools · Watch the video and take the quiz online:

lessonplanner.info/training/16-bell-ringers-times-tables/

Where to find it: Menu → Teacher tools → Bell ringers, Times table test

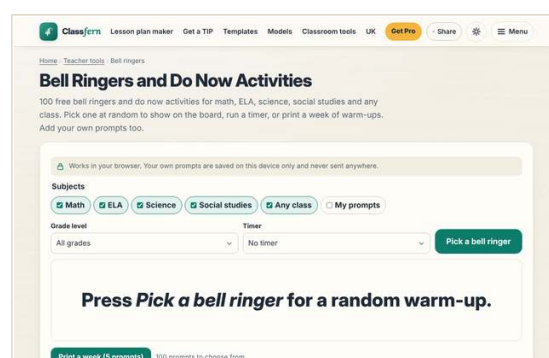
What you'll learn

- How to put a bell ringer on the board
- How to print a week of prompts or add your own
- How to set up a times table test
- How pupils practise the ones they missed

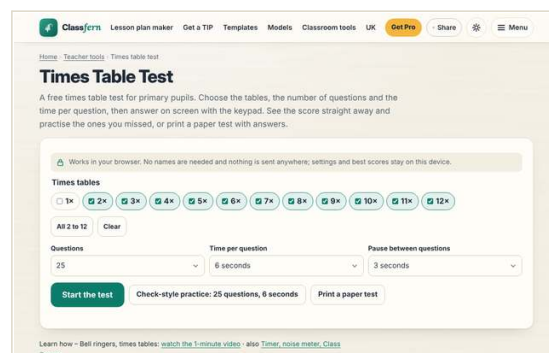


Step by step

- 1 Pick a bell ringer.** Bell ringers (do now activities) are short warm-ups. Tick your **Subjects** and press **Pick a bell ringer**. It's on the board.
- 2 Time it and show the answer.** Run a timer, and press **Show answer** when you're ready.
- 3 Print a week or add your own.** Press **Print a week (5 prompts)**, or **Add your own prompts**.
- 4 Set up a times table test.** Open the **Times table test**. Tick the **Times tables**, and choose the number of questions and the time for each one – or pick the practice that copies the Year 4 multiplication check.
- 5 Pupils answer on screen.** Press **Start the test**. Pupils answer with the keypad and see their score straight away.
- 6 Practise the ones they missed.** Press **Practise these again**. You can also **Print a paper test** with answers.



Bell ringers: tick subjects and press Pick a bell ringer.



The times table test: choose tables, questions and time.

Tips

- Put a bell ringer on the board before pupils come in.
- Short, regular times table practice works better than long tests.

Try it

Pick a bell ringer for your next lesson, then try a 10-question times table test yourself.

Check what you know

1. What is a bell ringer?

- A** A short warm-up task for the start of the lesson
- B** An end-of-day alarm
- C** A behaviour chart

2. Which test does the times table practice copy?

- A** The Year 4 multiplication check
- B** GCSE maths
- C** The SATs reading paper

3. When do pupils see their score?

- A** Straight away
- B** The next day
- C** Only the teacher sees it

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Teacher helpers: objectives, success criteria, I can statements and exit tickets

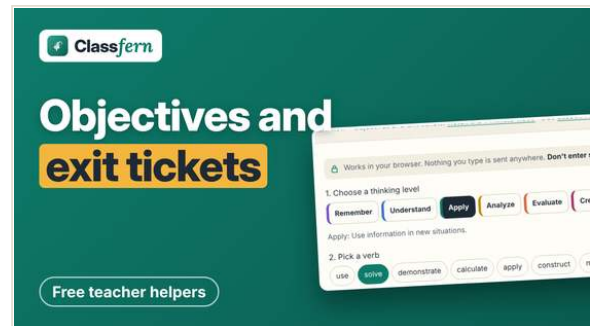
Lesson 17 · Classroom tools · Watch the video and take the quiz online:

lessonplanner.info/training/17-teacher-helpers/

Where to find it: Menu → Teacher tools

What you'll learn

- How to write an objective with a Bloom's level and verb
- How to turn steps into success criteria
- How to make child-friendly I can statements
- How to print exit tickets



Step by step

- 1 Write a learning objective.** Open the **Learning objectives writer**. Choose a Bloom's level, press **Find a verb**, type your objective and press **Copy**.
- 2 Build success criteria.** Open the **Success criteria builder**. Type your steps; it turns them into a checklist. Press **Copy all** or **Print checklist**.
- 3 Make I can statements.** Paste in objectives and the **I can statements** tool gives you child-friendly versions. Press **Print as a poster**.
- 4 Print exit tickets.** Open the **Exit ticket maker**, choose a **Ticket type** (for example **Muddiest point**) and press **Print exit tickets**.

The learning objectives writer: level, verb, objective.

The success criteria builder turns steps into a checklist.

Tips

- These helpers don't use AI. They follow fixed patterns, and nothing you type leaves your browser.
- Paste the objective straight into your Lesson Plan Maker plan.

Try it

Write one objective for tomorrow's lesson, turn it into three success criteria, and print exit tickets for the end.

Check what you know

1. Do these helpers use AI?

- A** Yes
- B** No – they follow fixed patterns
- C** Only for objectives

2. What does the success criteria builder make?

- A** A checklist you can copy or print
- B** A seating chart
- C** A report

3. What can you print from the I can statements tool?

- A** A poster
- B** A certificate
- C** A timetable

Answers: 1 B · 2 A · 3 A (turn the page round to check)

Rubric Maker

Lesson 18 · Classroom tools · Watch the video and take the quiz online: lessonplanner.info/training/18-rubric-maker/

Where to find it: Menu → Teacher tools → Rubric Maker

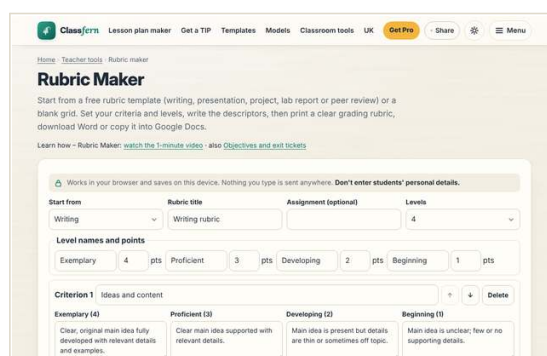
What you'll learn

- How to start from a ready-made rubric or a blank grid
- How to change criteria, level names and points
- How to write descriptors pupils understand
- How to print, download or copy it to Google Docs



Step by step

- 1 Choose where to start.** Open the Rubric Maker. Under **Start from**, choose **Writing, Presentation, Project, Lab report, Peer review** or **Blank**.
- 2 Change the criteria.** Edit any criterion, or press **Add a criterion** to add your own.
- 3 Set levels and points.** Open **Level names and points** to set the names (for example Exemplary, Proficient) and the points for each.
- 4 Write clear descriptors.** Write each descriptor in words your pupils will understand.
- 5 Print, download or copy.** Press **Print rubric, Word (.docx)**, or **Copy as table** to paste it straight into Google Docs.



The Rubric Maker: criteria down the side, levels across the top.

Tips

- Share the rubric with pupils before they start the task.
- Four levels and four criteria is usually plenty.

Try it

Make a rubric for your next piece of writing with three criteria, then copy it into a Google Doc.

Check what you know

- 1. Which ready-made rubrics can you start from?**
 - A Writing, presentation, project, lab report or peer review
 - B Only writing
 - C None – you always start blank
- 2. How should you write each descriptor?**
 - A In words your pupils will understand
 - B In exam-board language only
 - C As a number
- 3. How do you get your rubric into Google Docs?**
 - A Copy it as a table and paste it in
 - B Email it to Google
 - C You can't

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Free report comments and parent-teacher conference comments

Lesson 19 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/19-free-report-comments/

Where to find it: Menu → Teacher tools → School report comments

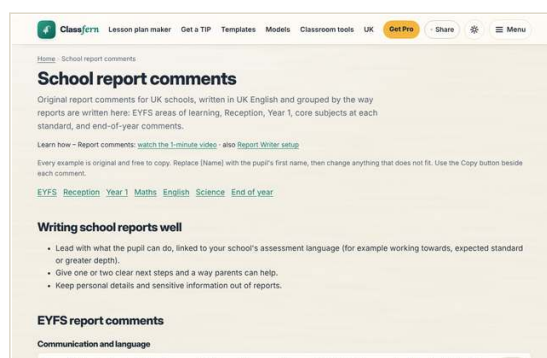
What you'll learn

- How to find comments by year group and subject
- How to make a comment personal
- How the comment generator works
- Where the report template and conference comments are

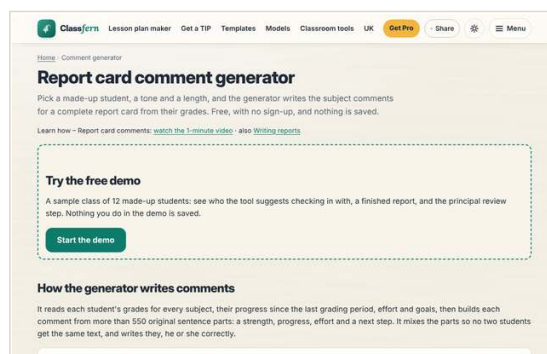


Step by step

- 1 Find a comment.** Open **School report comments**. Browse by year group and subject, from EYFS upwards, and copy a comment.
- 2 Make it personal.** Change the comment to fit the pupil. One personal detail makes all the difference.
- 3 Try the comment generator.** Open the **Report card comment generator** and press **Start the demo**. It writes a whole report for a made-up pupil. Change the **Tone** and **Length**, and press **Write it again** for new wording.
- 4 Use the free report template.** The school report template lets you type on screen, print, or **Download Word (.docx)**.
- 5 Parents' evenings.** The conference comments go from opening the meeting to next steps at home, with a form to **Print**.



School report comments, grouped by year group and subject.



The comment generator: try it with a made-up pupil.

Tips

- Keep personal details and sensitive information out of reports.
- The School Report Writer in Classfern Pro writes the whole class's reports from your marks and notes.

Try it

Find a comment for a subject you teach and rewrite it with one personal detail about a made-up pupil.

Check what you know

1. What makes a copied comment better?

- A** Adding one personal detail about the pupil
- B** Making it longer
- C** Using capitals

2. Who does the comment generator write about?

- A** A made-up pupil, so you can see how it works
- B** Your real class
- C** Nobody

3. How do you get new wording from the generator?

- A** Press Write it again
- B** Reload the site
- C** Change your browser

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Report Writer 1: set up your class

Lesson 20 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/20-report-writer-setup/

Where to find it: Classfern Pro → School Report Writer

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

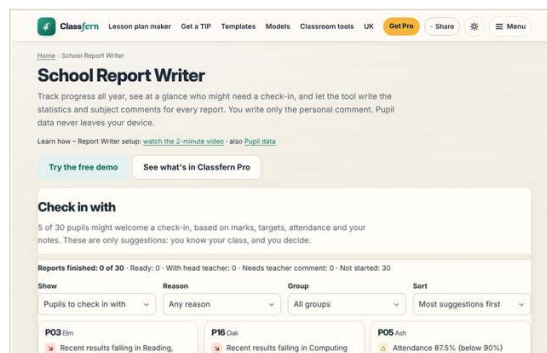
What you'll learn

- Where your Report Writer data is kept
- How to set up a class and choose a report style
- How to add subjects with their own grading
- The safest way to add pupils



Step by step

- 1 Know where data is kept.** Everything you put in the Report Writer stays in your browser, on your device. It is never sent to us.
- 2 Create your class.** Try it with **Try it with a sample class (made-up pupils)**, or press **Create my first class**.
- 3 Add class details.** On the **Classes** tab, give the **Class name**, **Year group / grade**, **School year** and **Terms / grading periods**, then choose a **Report style** (EYFS, KS1 and KS2, secondary, GCSE or US report cards).
- 4 Add subjects and grading.** Press **Add subject**. Each subject can have its own grading: working towards / expected / greater depth, marks out of a total, GCSE 9–1, US letter grades or your own scale.
- 5 Add pupils safely.** On the **Pupils** tab, type a number or code (for example "07") and press **Add pupil**. First names are fine if your school allows. If you type a full name, it warns you. You can **Import a list** and set the **Pronoun for comments**.
- 6 Add school details.** Under **School details**, add the **School name** and the **Teacher name on reports**.



The School Report Writer.

Tips

- A number or code for each pupil is the safest choice.
- Read the pupil data golden rules (lesson 35) before you start.

Try it

Create a practice class with two subjects and three pupils added by number.

Check what you know

1. Where is everything you put in the Report Writer kept?

- A** In your browser, on your device
- B** On our server
- C** In your school's MIS

2. What is the safest way to name pupils?

- A** A number or code, like 07
- B** Full name and date of birth
- C** Surname only

3. Can each subject have its own grading?

- A** Yes
- B** No, one scale for all
- C** Only GCSE grades

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Report Writer 2: marks, notes and At a glance

Lesson 21 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/21-report-writer-marks-notes/

Where to find it: School Report Writer → Marks, Notes, At a glance, Progress

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

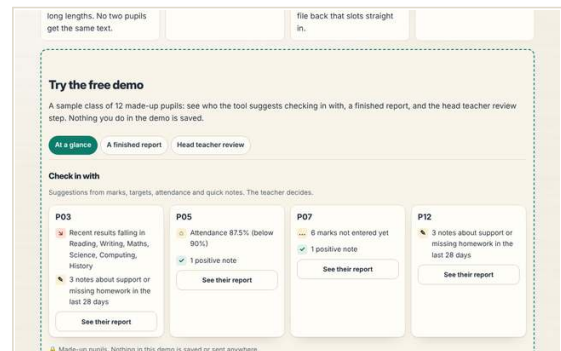
What you'll learn

- How to add an assessment and type in results
- How to add a daily note in seconds
- What At a glance suggests, and why you decide
- What the Progress tab shows



Step by step

- 1 Practise with the sample class.** Press **Add the sample class (made-up pupils)**. Every pupil in it is made up.
- 2 Use the mark book.** On the **Marks** tab, press **Add an assessment**, then type in each pupil's result. You can record **Target** and **Effort** too.
- 3 Add a daily note.** On the **Notes** tab, tap a pupil, tap a tag like **Great effort** or **Homework missing**, add a few words if you want, and press **Save note**.
- 4 Check At a glance.** The **At a glance** screen suggests who might welcome a check-in, based on marks, targets, attendance, homework and your notes. Every reason is written out. Press **Open record** to see more.
- 5 See progress.** The **Progress** tab shows how each pupil is doing through the year, subject by subject.



At a glance: suggestions with every reason written out.

Tips

- Notes are for learning only. Safeguarding concerns never go here – report them through your school straight away.
- At a glance only makes suggestions. You know your class, and you decide.

Try it

In the sample class, add an assessment, enter three marks and save one daily note.

Check what you know

- 1. Where do safeguarding concerns go?**
 - A In a daily note
 - B Through your school straight away – never in the notes
 - C In the report
- 2. At a glance suggests a pupil might welcome a check-in. What is it?**
 - A A suggestion – you know your class and you decide
 - B A diagnosis
 - C An automatic email to parents

3. Which tab is your mark book?

- A** Marks
- B** Write
- C** Backup

Answers: 1 B · 2 A · 3 A (turn the page round to check)

Homework checklists

Lesson 22 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/22-homework-checklists/

Where to find it: School Report Writer → Homework

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to set homework with dates and marks
- How to tick it off, or mark the whole class at once
- What "not recorded" means
- How to send homework from the Year Planner and export the record



Step by step

- 1 Set the homework.** On the **Homework** tab, fill in **Title**, **Subject**, **Set** and **Due** dates, and **Marks out of** (optional). Press **Add homework**.
- 2 Tick it off.** Mark each pupil: handed in (✓), late (L), missing (×) or excused (E). If everyone has done it, press **All handed in**.
- 3 Understand "not recorded".** Homework nobody has ticked yet counts as not recorded, never as missing.
- 4 Look at each record.** Each pupil's record shows **Completed**, **Late**, **Missing** and the **Trend**. Reports can show homework completed as a percentage, if you want.
- 5 Import from the Year Planner.** Pro members can press **Import from the Year Planner**, so there is nothing to type twice.
- 6 Download or print.** Press **Download homework (CSV)** for a spreadsheet, or **Print homework record**.

Tips

- Tick homework in the lesson it is due – it takes seconds.
- A downloaded spreadsheet is not encrypted, so store it carefully.

Try it

In the sample class, set one piece of homework and mark the whole class with **All handed in**.

Check what you know

- 1. Homework nobody has ticked yet counts as...**
 - A Missing
 - B Not recorded
 - C Late
- 2. Everyone handed it in. What's the quickest way to record it?**
 - A One press marks the whole class
 - B Tick each pupil
 - C Email the class
- 3. How can you get the record out of the Report Writer?**
 - A Download it as a spreadsheet, or print it
 - B Only by screenshot
 - C You can't

Answers: 1 B · 2 A · 3 A (turn the page round to check)

Report Writer 3: write the reports

Lesson 23 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/23-report-writer-writing/

Where to find it: School Report Writer → Reports

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to write reports for the whole class
- How to change the tone, length and wording
- What each report status means
- How the name key puts names on printouts only



Step by step

- 1 Write the whole class.** On the **Reports** tab, press **Write reports for the whole class**. Each report gets its statistics (attendance, results, homework) and a comment for each subject.
- 2 Change the wording.** Choose the **Tone** (Warm, Formal, Concise) and **Length**, and press **Write again** for different wording.
- 3 Write the personal comment.** The personal comment is the part only you can write. Stuck? Press **Suggest an opening line**.
- 4 Track each report.** Each report has a status: **Needs teacher comment**, **Ready**, **With head teacher** or **Finished**. Press **Mark as ready** when it is done.
- 5 Print or download.** Press **Print / PDF all reports**, **Word (.docx)**, **all reports**, or **Copy text**.
- 6 Names on printouts only.** Used numbers instead of names? Press **Load name key (.csv)** when you print. Names appear on the printout only and are forgotten when you leave (or press **Forget names now**).

Try the free demo

A sample class of 12 made-up pupils: see who the tool suggests checking in with, a finished report, and the head teacher review step. Nothing you do in the demo is saved.

At a glance **A finished report** Head teacher review

Pupil (made up) P03 Tone Warm Length Medium [Write it again](#)

RIVERSIDE PRIMARY (SAMPLE) - 2026-27

School report: P03

Class: Sample class - made-up pupils (UK primary) - Year group: Year 4

The year at a glance

Subject	Autumn	Spring	Summer	Progress	Effort
Reading	GDS	EXS	EXS	↓ Down	1
Writing	GDS	EXS	EXS	↓ Down	1
Maths	GDS	EXS	EXS	↓ Down	1.3
Science	GDS	EXS	EXS	↓ Down	1.7

A finished report, written from the marks and notes.

Tips

- Read every report before it goes home.
- Keep your name key file somewhere safe, such as your school drive.

Try it

In the sample class, write the reports, change one to the Concise tone, and add a personal comment.

Check what you know

1. Which part of the report is always yours to write?

- A** The personal comment
- B** The attendance figure
- C** The school name

2. You used numbers instead of names. How do names appear on the printout?

- A** Load your name key file when you print
- B** Type them into every report
- C** They can't

3. How do you get different wording for a comment?

- A** Press Write again
- B** Delete the class
- C** Start a new year

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Send reports to your head teacher for review

Lesson 24 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/24-head-teacher-review/

Where to find it: School Report Writer → Reports → Make review pack

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

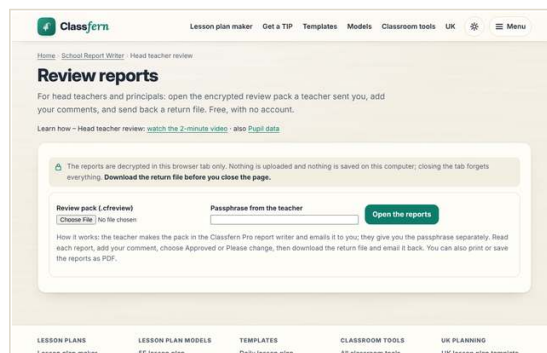
What you'll learn

- How to make an encrypted review pack
- How to share the passphrase safely
- How your head reviews it (no account needed)
- How to import the return file



Step by step

- 1 Mark reports as ready.** Mark the reports your head should read as **Ready**.
- 2 Make an encrypted review pack.** Press **Make review pack** and type a passphrase twice. The pack holds just the reports, unless you choose more under **Put in the pack**.
- 3 Send the file and the passphrase separately.** Email the **.cfreview** file from your school email. Tell your head the passphrase in person or by phone – never in the same email.
- 4 Your head reviews it.** Your head opens the free review page, chooses the **Review pack (.cfreview)**, types the **Passphrase from the teacher** and presses **Open the reports**. No account is needed. They mark each report **Approved** or **Please change**, add comments, and press **Download return file**.
- 5 Import the return file.** On the Reports tab, press **Import** the **head teacher's return file**. Approved reports become **Finished**, and any changes appear on each report.



The free review page your head teacher uses.

Tips

- Only someone with the passphrase can open the pack.
- Choose a passphrase that is long but easy to say out loud.

Try it

Make a review pack from the sample class, then open it yourself on the review page.

Check what you know

- How should you give your head the passphrase?
 - In the same email as the pack
 - In person or by phone – never in the same email
 - On a sticky note on the pack

2. Does your head teacher need an account to review?

- A** Yes
- B** No – they use the free review page
- C** Only a Pro account

3. What happens to Approved reports when you import the return file?

- A** They become Finished
- B** They are deleted
- C** Nothing

Answers: 1 B · 2 B · 3 A (turn the page round to check)

The School dashboard for head teachers

Lesson 25 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/25-school-dashboard/

Where to find it: School Report Writer → School dashboard (head teacher seat)

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

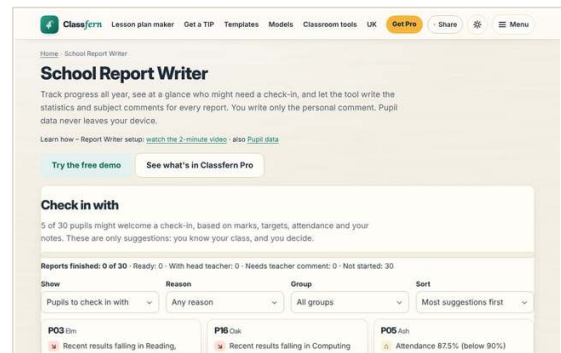
What you'll learn

- What the School dashboard shows
- How to drill down from year groups to classes and pupils
- How teachers send encrypted class packs
- How small groups and logging protect pupils



Step by step

- 1 **Try the sample school.** Open the **School dashboard** and press **Explore with a made-up sample school**.
- 2 **See the school at a glance.** The **Overview** shows learning curves term by term, how many pupils may need support, report progress and homework completed.
- 3 **Drill down.** Open **Year groups**, then a class, then a pupil.
- 4 **Check who may need support.** The **Support** list shows who the teachers' At a glance suggestions have flagged, and why. **Teacher support** is about workload, never rankings.
- 5 **Teachers send encrypted packs.** Each teacher opens the **School dashboard** tab and presses **Make school dashboard pack**, then sends it through school email or the shared drive. Daily notes and report text are never included.
- 6 **Import the packs.** Open **Classes and packs** → **Import class packs**.



The School dashboard for head teachers.

Tips

- Pupil records never leave school.
- In exports, small groups show as "fewer than 5", and every view is logged (see **Who viewed what**).

Try it

Explore the sample school and drill down from a year group to one class.

Check what you know

1. How does class data reach the School dashboard?

- A** Each teacher sends an encrypted class pack, and the head imports it
- B** It uploads automatically to our server
- C** Pupils type it in

2. Which of these is never included in a class pack?

- A** Daily notes and report text
- B** Homework completion
- C** Term-by-term results

3. In exports, how are small groups shown?

- A** As fewer than five
- B** With names
- C** They are hidden completely

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Exam course packs: GCSE, A level and AP

Lesson 26 · Curriculum and exams · Watch the video and take the quiz online:

lessonplanner.info/training/26-exam-course-packs/

Where to find it: Get a TIP → GCSE, A level or AP packs

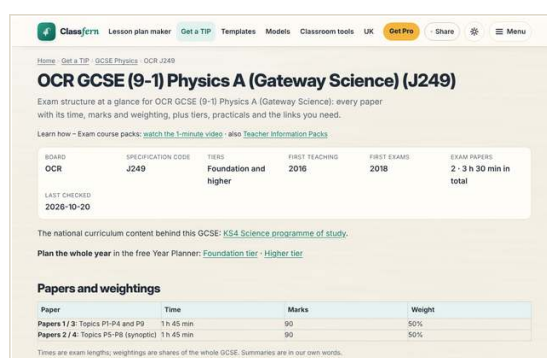
What you'll learn

- Which exam boards have packs
- What each pack shows
- Where the AP exam dates are
- Why you always check dates with the board

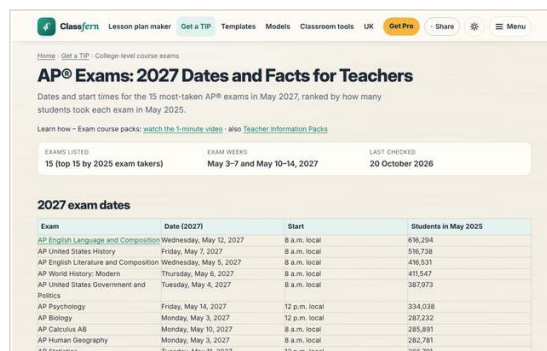


Step by step

- 1 Find your course.** Open **Get a TIP** and choose **GCSE exam structure (Years 10 and 11)** or **A levels and Level 3 (Years 12 and 13)**. Packs cover AQA, Edexcel, OCR, WJEC, CCEA and SQA.
- 2 Read the papers and weightings.** Each pack shows **Papers and weightings** and the **Key dates** for the next exam series.
- 3 Follow the official links.** Use the links to the specification, past papers and grade boundaries. They go to the board's own site.
- 4 AP exams in the US.** The college-level exams pack lists the AP exam dates for 2027, with the exam formats.
- 5 Plan the whole course.** The Year Planner can plan a whole exam course for you.



A GCSE pack: papers, weightings and key dates.



AP exams: 2027 dates and formats.

Tips

- Dates can change. Always check the exam board or College Board before you plan around a date.

Try it

Open the pack for an exam course you teach and note the date of the first paper.

Check what you know

1. Where do the links to past papers and grade boundaries go?

- To the exam board's own site
- To a Classfern copy
- Nowhere

2. Exam dates can change. What should you do?

- A** Check the exam board or College Board before you plan around a date
- B** Ignore it
- C** Email Classfern

3. Which tool can plan a whole exam course for you?

- A** The Year Planner
- B** The noise meter
- C** The glossary

Answers: 1 A · 2 A · 3 A (turn the page round to check)

The education glossary and teacher guidance

Lesson 27 · Curriculum and exams · Watch the video and take the quiz online:

lessonplanner.info/training/27-glossary-teacher-guidance/

Where to find it: Menu → Guides → Education glossary

What you'll learn

- How to look up a term or browse A to Z
- How UK and US meanings are both explained
- Where the UK guidance summaries are
- Why you always read the official document

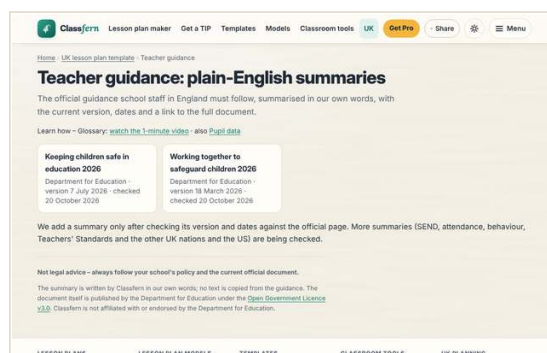


Step by step

- 1 Look up a term.** Open the **Education glossary**. Start with the **Terms teachers look up most**, or **Browse A-Z**.
- 2 Compare UK and US meanings.** Over 1,200 UK and US terms are explained in plain English. Where a word means something different in the UK and the US, both are explained.
- 3 Read the guidance summaries.** UK teachers can open **Teacher guidance** for plain-English summaries of key guidance, such as Keeping children safe in education.
- 4 Go to the source.** A summary is a starting point only. Always read the official document and follow your school's policy.



The education glossary: UK and US terms A-Z.



Plain-English summaries of key UK guidance.

Tips

- Moving between the UK and US systems? Look up "grade", "year group" and "SEN".

Try it

Look up two terms you hear in staff meetings but have never checked.

Check what you know

- 1. A word means something different in the UK and the US. What does the glossary do?**
 - A Explains both
 - B Shows the UK meaning only
 - C Leaves it out

2. A guidance summary is...

- A** A starting point only – read the official document
- B** The official document
- C** Legal advice

3. About how many terms does the glossary explain?

- A** Over 1,200
- B** About 50
- C** Exactly 10

Answers: 1 A · 2 A · 3 A (turn the page round to check)

The Help Centre and step-by-step help

Lesson 28 · Getting help and giving feedback · Watch the video and take the quiz online:

lessonplanner.info/training/28-help-centre/

Where to find it: Help (bottom of every page)

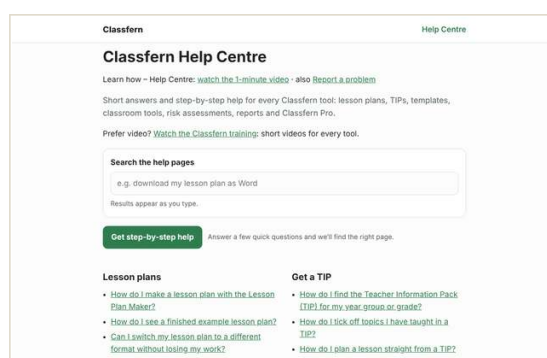
What you'll learn

- How to search or browse the Help Centre
- How Get step-by-step help works
- What to do if you're still stuck

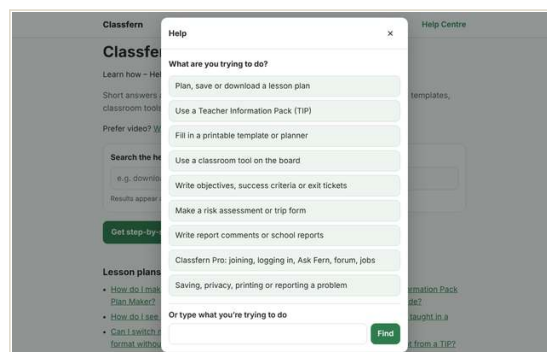


Step by step

- 1 Open the Help Centre.** Press **Help** at the bottom of any page.
- 2 Search or browse.** Type in **Search the help pages** (for example "backup"), or browse by topic.
- 3 Get step-by-step help.** Not sure what to search for? Press **Get step-by-step help**. Answer a couple of quick questions, and it takes you straight to the right answer.
- 4 Tell us if it worked.** Under **Did this solve it?**, press **Yes, solved** – or **No, still stuck**.
- 5 Still stuck?.** Press **Send us a report**. The answers you tried are already added.



The Help Centre: search, browse, or get step-by-step help.



Step-by-step help asks what you are trying to do.

Tips

- Every training lesson also has a full transcript on its page.

Try it

Use **Get step-by-step help** to find out how to back up your plans.

Check what you know

1. You don't know what to search for. What do you press?

- A** Get step-by-step help
- B** Report a problem
- C** Dark mode

2. The answer didn't solve it. What happens when you press No, still stuck?

- A** You can send a report, with the answers you tried already added
- B** Nothing
- C** The page reloads

3. Where is the Help Centre link?

- A** At the bottom of any page
- B** Only on the home page
- C** Inside Pro only

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Report a problem and You said, we did

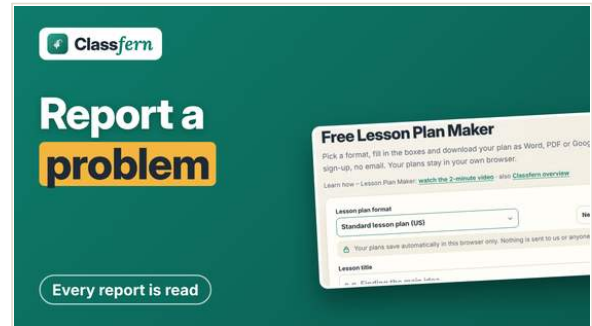
Lesson 29 · Getting help and giving feedback · Watch the video and take the quiz online:

lessonplanner.info/training/29-report-a-problem/

Where to find it: Report a problem (bottom of every page)

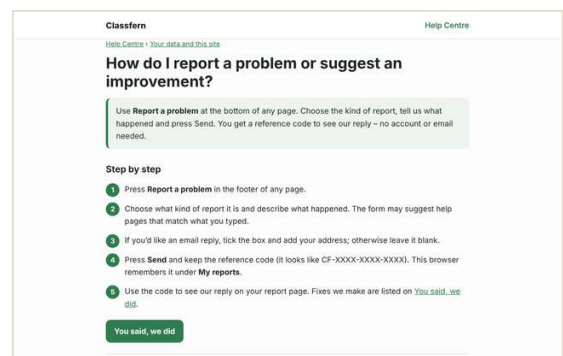
What you'll learn

- How to send a report from any page
- Why your reference code matters
- How to close a case or ask us to look again
- Where to see what we've changed

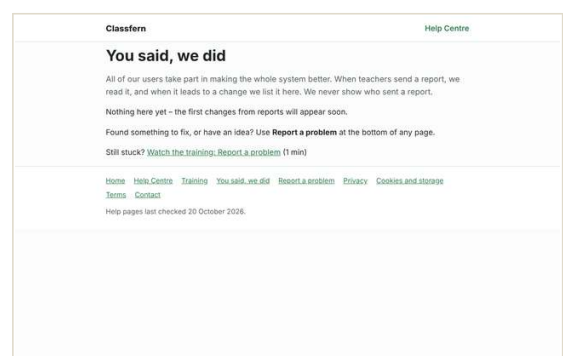


Step by step

- 1 **Open the form.** Press **Report a problem** at the bottom of any page.
- 2 **Say what happened.** Under **What kind of report is it?**, choose one – such as **Something doesn't work** or **An idea to make it better** – and tell us what happened. The form may suggest a help page that answers it straight away.
- 3 **Email is optional.** You don't need an account or an email address. If you'd like an email reply, tick the box and add your address.
- 4 **Keep your reference code.** Press **Send**. You get a private reference code. Press **Copy code** and keep it – it's how you see our replies.
- 5 **Follow your report.** Your report page shows the status and any **Reply from Classfern**. When we've finished, press **Case closed – I'm happy**, or **Still not right?** and we'll take another look.
- 6 **Find your reports again.** This browser keeps your codes under **My reports**.



How to report a problem, step by step.



You said, we did: what has changed because of reports.

Tips

- Every report is read.
- The **You said, we did** page shows what we've changed because of your reports.

Try it

On any lessonplanner.info page, press **Report a problem** at the bottom and look at the report types. You don't need to send one.

Check what you know

1. Do you need an account or email address to report a problem?

- A** Yes, both
- B** No
- C** Only an email address

2. What is your private reference code for?

- A** Seeing our replies
- B** Logging in to Pro
- C** Nothing

3. Where can you see what has changed because of reports?

- A** The You said, we did page
- B** The glossary
- C** The Year Planner

Answers: 1 B · 2 A · 3 A (turn the page round to check)

Classfern Pro: what you get

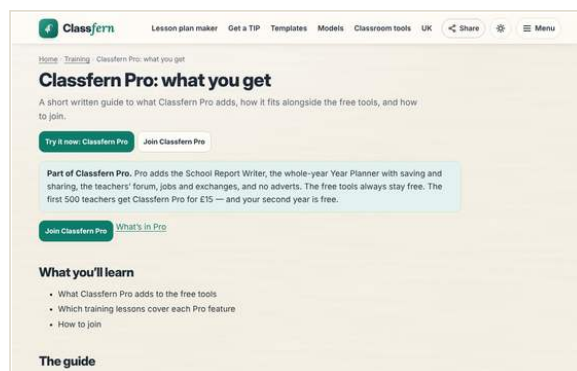
Lesson 30 · Classfern Pro and schools · Read it online: lessonplanner.info/training/30-classfern-pro/

Where to find it: lessonplanner.info/pro/join/

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- What Classfern Pro adds to the free tools
- Which training lessons cover each Pro feature
- How to join



Classfern Pro is the members' area for teachers, and it is open now. The free tools always stay free – Pro adds more.

Step by step

- 1 **See what Pro adds.** Pro adds the **School Report Writer** (lessons 20–23), the **whole-year Year Planner** with saving and sharing (lesson 31), the **teachers' forum, job board and Exchange Finder** (lesson 32), **Ask Fern**, the AI helper (lesson 34), and **no adverts** on any page while you are logged in.
- 2 **Check the founder offer.** The first 500 teachers to join get Classfern Pro for **£15, covering two years** – your second year is free. After that, the normal price is currently **£30 a year**.
- 3 **Join.** Press **Join Classfern Pro** on any Pro page, or go to lessonplanner.info/pro/join/.
- 4 **Set up your account and pay.** Follow the steps to set up your account and pay by card. Payments go through Stripe; we never see your full card number.
- 5 **Log in.** Log in, and the Pro menu appears at the top of every page.
- 6 **Schools.** Want Pro for your whole staff? See lesson 33: school licences.

Tips

- Report Writer pupil data stays in your own browser, on your own device. It is never sent to us.
- Read lesson 35, Pupil data: the golden rules, before you start.

Try it

Make a list of the three Pro features that would save you most time this year, then check the founder offer on the join page.

Check what you know

1. **Do the free tools stay free when you join Pro?**
 - A Yes, they always stay free
 - B No
 - C Only for a year
2. **Which of these is part of Classfern Pro?**
 - A The School Report Writer
 - B The noise meter
 - C The glossary

3. Where is Report Writer pupil data kept?

- A** In your own browser, on your own device
- B** On our server
- C** In the forum

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Year Planner with Pro: save, share and send homework

Lesson 31 · Classfern Pro and schools · Watch the video and take the quiz online:

lessonplanner.info/training/31-year-planner-pro/

Where to find it: Year Planner (logged in to Classfern Pro)

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to save a year plan to your account
- How to share it with a colleague or your whole school
- How to send the plan's homework to your class checklist



Step by step

- 1 **See the whole year.** With Classfern Pro, the Year Planner shows every lesson for the whole year.
- 2 **Save to your account.** Type a **Plan name** and press **Save to my account**. You'll see "Plan saved to your Classfern Pro account."
- 3 **Find it on any device.** Your plans are on the **My year plans** page: **My plans**, **Shared with me** and **My school's plans**.
- 4 **Share with a colleague.** Press **Share with a colleague**, type their email, and choose **view** or **Can edit**.
- 5 **Share with your school.** Press **Share with my school**. Everyone on your school's licence can view it (view only).
- 6 **Send homework to your tracker.** Open **Print and export** and press **Send homework to my class's tracker**. The homework goes straight to the homework checklist in the Report Writer.

Tips

- Plans never contain pupil data.
- Give plans clear names, such as "Y9 Science 2026-27".

Try it

Save a year plan to your account with a clear name and share it with one colleague, view only.

Check what you know

1. Where do you find saved year plans on any device?
 - A On your My year plans page
 - B In your email
 - C In the glossary
2. When you share with everyone on your school's licence, they can...
 - A View only
 - B Edit everything
 - C Delete it
3. Do year plans contain pupil data?
 - A Never
 - B Yes, names
 - C Only grades

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Forum, jobs and exchanges

Lesson 32 · Classfern Pro and schools · Watch the video and take the quiz online:

lessonplanner.info/training/32-forum-jobs-exchanges/

Where to find it: Classfern Pro menu → Forum, Jobs, Exchanges

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to use the members' forum safely
- How the job board works, and the one rule about money
- How the Exchange Finder helps you find a partner teacher or school



Step by step

- 1 Use the forum.** Open **Forum** (members only). Pick a forum by phase or subject, then ask a question or reply to one.
- 2 Follow the forum rules.** Read the forum rules first, and never post anything that could identify a pupil.
- 3 Find a job.** Open **Jobs**. Filter by type and phase, and apply on the school's own website.
- 4 Post a job.** Schools can press **Post a job** and manage **Your listings**. Every listing is checked before it goes live.
- 5 Find an exchange partner.** Open **Exchanges** (the Exchange Finder) to find a partner teacher or school for visits, job shadowing, virtual exchanges or class twinning. Press **Post an exchange listing** to add your own.

Tips

- Schools never ask applicants for money. If a job does, don't pay, and tell us.
- In an exchange listing, give a city – never an address – and ask your head first.

Try it

Read the forum rules, then search the job board by your phase.

Check what you know

- 1. A job listing asks you to pay a fee. What should you do?**
 - A** Don't pay, and tell us
 - B** Pay it
 - C** Ignore it and apply
- 2. In an exchange listing, what location should you give?**
 - A** A city, never an address
 - B** Your home address
 - C** Your school's postcode and room
- 3. What must you never post in the forum?**
 - A** Anything that could identify a pupil
 - B** A question
 - C** A reply

Answers: 1 A · 2 A · 3 A (turn the page round to check)

School licences and the head teacher seat

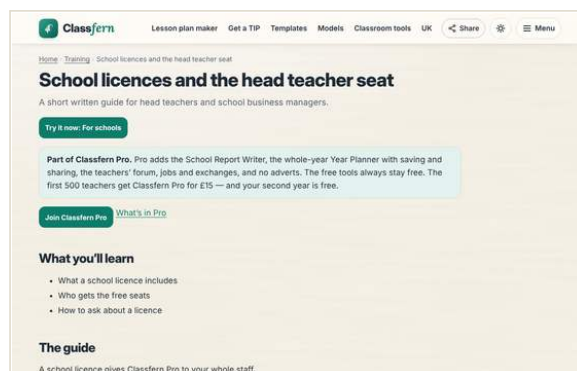
Lesson 33 · Classfern Pro and schools · Read it online: lessonplanner.info/training/33-school-licences/

Where to find it: lessonplanner.info/classfern-pro/schools/

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- What a school licence includes
- What a licence costs
- How to pay, and how to ask about a licence



This guide is for head teachers and school business managers. A school licence gives Classfern Pro to your whole staff.

Step by step

- 1 See what a licence includes.** Every teacher on the licence gets Classfern Pro. Every licence includes a **free head teacher seat**, with the **School dashboard** (lesson 25).
- 2 Work out the price.** For **5 to 24 teachers**, a licence is **£20 per teacher a year**. For **25 or more teachers**, it is **£15 per teacher a year**. The head teacher seat is free on top.
- 3 Choose how to pay.** Schools can pay by card, or ask to **pay by invoice**.
- 4 Ask about a licence.** Open **Classfern Pro for schools** and press **Email us about a school licence**. Tell us your school's name and roughly how many teachers would use it.
- 5 Give out seats.** Once your licence is set up, the person who manages it invites staff to their seats by school email.

Tips

- Report Writer data stays on each teacher's device, so your school stays in control.
- Share lesson 35, Pupil data: the golden rules, with staff before they start.

Try it

Count the teachers who would use Pro and work out your yearly cost (for example, 30 teachers × £15 = £450 a year).

Check what you know

- 1. What does every school licence include?**
 - A** A free head teacher seat with the School dashboard
 - B** Free laptops
 - C** A printed report for every pupil
- 2. A school has 30 teachers. How much is a licence per teacher a year?**
 - A** £15
 - B** £20
 - C** £30
- 3. Can a school pay by invoice?**
 - A** Yes
 - B** No, card only
 - C** Only in the US

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Ask Fern: the AI helper in Classfern Pro

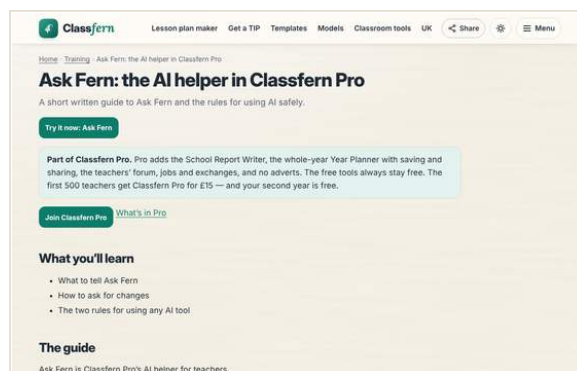
Lesson 34 · Classfern Pro and schools · Read it online: lessonplanner.info/training/34-ask-fern/

Where to find it: Classfern Pro → Ask Fern

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- What to tell Ask Fern
- How to ask for changes
- The two rules for using any AI tool



Ask Fern is Classfern Pro's AI helper for teachers. It helps with lesson ideas, explanations, quizzes and differentiation.

Step by step

- 1 **Open Ask Fern.** Log in to Classfern Pro and open **Ask Fern**.
- 2 **Say who and what.** Tell Fern who you teach and what you need. For example: "Year 5, a 50-minute lesson on equivalent fractions, with a starter and an exit ticket."
- 3 **Ask for changes.** Ask for it shorter, simpler, with more challenge, or as a UK or US version.
- 4 **Never type pupils' personal details.** No names, photos, dates of birth, SEN or medical details. Write "Pupil A" instead.
- 5 **Check everything.** AI can make mistakes. Check every fact, answer and activity before you use it.

Tips

- These two rules – no pupil details, check everything – apply to every AI tool you use, not just Ask Fern.
- More on this in lesson 35, Pupil data: the golden rules.

Try it

Write the request you would give Ask Fern for your next lesson. Check it has no pupil details in it.

Check what you know

1. What should you write instead of a pupil's name?
 - A Pupil A
 - B Their initials and date of birth
 - C Their surname
2. Can AI make mistakes?
 - A Yes – check everything before you use it
 - B No, never
 - C Only in maths
3. Which is a good request?
 - A Year 5, a 50-minute lesson on equivalent fractions, with a starter and an exit ticket
 - B Maths
 - C Help

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Pupil data: the golden rules

Lesson 35 · Privacy and safety for teachers · Watch the video and take the quiz online:

lessonplanner.info/training/35-pupil-data-rules/

Where to find it: School Report Writer → Using it safely

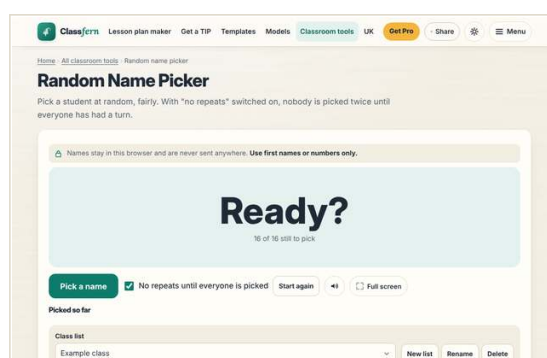
What you'll learn

- What to use in class lists instead of surnames
- Which details never go in
- Where safeguarding concerns go
- What to do on a shared computer



Step by step

- 1 First names, initials or numbers.** In class lists, use first names, initials or numbers. Never surnames. Many tools have a **Use numbers instead** button.



Use first names or numbers in class lists.

- 2 Never enter sensitive details.** Never enter dates of birth, addresses, medical or SEN details, or anything about safeguarding.
- 3 Safeguarding goes through your school.** Safeguarding concerns always go through your school's own procedure, straight away. Classfern is not the place for them.
- 4 Keep pupil details out of AI.** Never type pupils' personal details into an AI tool. Write "Pupil A" instead.
- 5 Shared computer? Delete when done.** On a shared computer, delete pupil data when you've finished – for example with **Delete all pupil data on this device** in the Report Writer.



Using the School Report Writer safely: what to enter, and what never to enter.

Tips

- Classfern keeps what you type on your own device, but these rules matter on every site you use.
- Read the full guide on using the Report Writer safely.

Try it

Check one class list you use (on any site). Does it follow rule one?

Check what you know

1. What should you use in class lists?

- A** First names, initials or numbers – never surnames
- B** Full names
- C** Dates of birth

2. Where do safeguarding concerns go?

- A** Through your school's own procedure, straight away
- B** Into Classfern notes
- C** Into an AI tool

3. You've finished on a shared computer. What do you do?

- A** Delete pupil data
- B** Leave it for next time
- C** Share the screen

Answers: 1 A · 2 A · 3 A (turn the page round to check)

Backups, moving computers and the end of the year

Lesson 36 · Privacy and safety for teachers · Watch the video and take the quiz online:

lessonplanner.info/training/36-backups-end-of-year/

Where to find it: School Report Writer → Backup and safety

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to download an encrypted backup
- How to restore it on another computer
- Why a marks spreadsheet needs care
- What to do at the end of the year



Step by step

- 1 **Open Backup and safety.** Your Report Writer data lives only in your browser, so backups are up to you. Open **Backup and safety**.
- 2 **Download an encrypted backup.** Under **Encrypted backup**, type a long passphrase twice and press **Download encrypted backup**. Keep the file where your school allows, such as your school drive.
- 3 **Move to another computer.** On the new computer, choose **Restore from a backup file** and type the passphrase.
- 4 **Take care with spreadsheets.** You can **Download marks as CSV**, but that file is not encrypted, so store it carefully.
- 5 **End of the year.** Under **End of the school year**, take a final backup if your school wants one, then delete your classes. On a shared computer, use **Delete all pupil data on this device** (you type DELETE to confirm).
- 6 **Back up lesson plans too.** In the Lesson Plan Maker, open **My plans** and press **Download backup (.json)**.

Tips

- Nobody, not even us, can open your backup without the passphrase – so don't lose it.
- Put a backup reminder in your diary for the end of each half term.

Try it

Download an encrypted backup of the sample class and restore it in a private window.

Check what you know

1. **Who can open your encrypted backup without the passphrase?**
 - A Nobody, not even us
 - B Classfern support
 - C Your head teacher
2. **Is a marks spreadsheet download encrypted?**
 - A No – store it carefully
 - B Yes
 - C Only on Fridays
3. **On a shared computer at the end of the year, what do you use?**
 - A Delete all pupil data on this device
 - B Print blank template
 - C Fill with example

Answers: 1 A · 2 A · 3 A (turn the page round to check)